



# Teaching Assistant Level 3— supporting children with complex needs Recruitment Brochure



# CEO Welcome Letter

*Letter of welcome from CEO*



Dear Candidate,

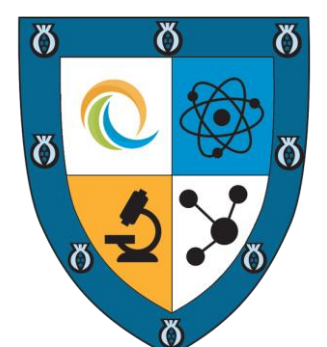
I am delighted that you are considering becoming a member of the **QUEST** Team. Here we all lead to secure a place for **Learning, Innovation** and **Opportunity**, and we seek those who have determination for success, a thirst for continued learning and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

In this pack, I have set out what makes us unique in the educational landscape, defines our success as thriving digital learning communities, and captures our forward thinking and research-led rigour of implementation. We think outside the box here. We listen well and we are clear about our vision for education; a blend of student agency and digital technology for delivery. Here the talent drives the technology. We have created a culture of shared ownership, in partnership with our schools, where we embrace challenge as teams and ensure our core moral purpose is at the heart of all we do. Our Spirit of Purpose is at the heart of all we do.

If you deliver exceptional educational outcomes for the children and young people in your care, have the inner determination to secure success for all and relish the chance to create with us, we would be delighted to hear from you.

Please look through our detailed pack and if this sounds like the role you have been waiting for, and you are ready to unlock your own potential as well as the potential of others, we look forward to hearing from you, meeting you and receiving your application.

**Sharon Bruton**  
**CEO**



# OUR TRUST

## UNLOCKING POTENTIAL

**QUEST** has a clear and compelling vision for the future of education.

**As an Academy sponsor, QUEST has a strong track record for making a long-lasting positive impact within the local communities it serves. Our ambition is to deliver education differently, making a positive impact on the life prospects of the pupils and communities we serve. The Trust is a collaborative family of schools. It enables us to build community, hope, dignity, and wisdom for all.**

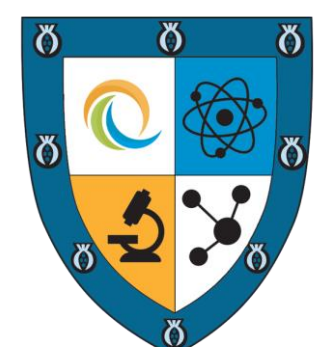
**Our schools are all about passion, determination, and enthusiasm. We see challenges as opportunities and have an unshakeable belief in the right of children and young people to access high-quality education.**

**As Century Flagship Schools, our digital strategy and technological approach to learning is embedded within our curriculum. We harness the personalised support of an Artificial Intelligence learning platform and digital devices on a 1:1 basis for all aged 7 and above. We all lead learning in our Trust and all staff are Apple Teachers.**

**The curriculum is complemented by our coaching approach to develop student agency which promotes life skills of mental toughness, critical thinking, and communication. As Pearson National Award Winners for Digital Innovation 2019, we are proud to be leading the way by creating and shaping the next phase of education.**

**Together we will ensure they thrive.**

**Together we are stronger.**





# WHY WORK FOR US?

**Our staff members are committed, patient, resilient, reliable, and reflective.**

**Our staff deliver high-quality teaching, hold their colleagues in high regard and display the highest level of professionalism. With honesty and care, our staff will leave no stone unturned in the pursuit of excellence. They are scrupulously honest and act with integrity, deal with students, parents, and staff with respect, demonstrate passion and pride, are prepared, punctual and polite, and make every day matter and every student count. If you are as extraordinary and have the same skill set we want to hear from you.**

**We're passionate and committed to the development and education of our students.**

**Our children and young people are fearless, ambitious, positive, aware, compassionate, inquisitive, and use their mistakes to grow. They feel safe, have the confidence to explore and share their ideas and take ownership of their learning.**

**Our pupils and students think of others before themselves and treat their peers with respect and honour. They take pride in their work and want to affect change within the world around them. With resilience and collaboration, our pupils and students will tread the steps to success and become lifelong learners. They value every lesson and every day, respect themselves, each other, and their communities, are polite, prepared, and demonstrate a sense of pride.**

**How we will meet the demand and ensure high-quality teaching and learning**

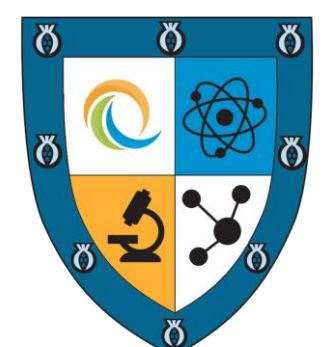
**Our curriculum is designed to lead the way in a new era of learning. We are a teaching school for Century Tech, a cutting-edge *Artificial Intelligence Learning Platform*. Our experience tells us that our pupils and students are able to close their knowledge gaps faster and more consistently through using this diagnostic learning platform, whilst being supported to overcome challenges and develop critical thinking with our blended approach of coaching support. This is what we all require in life, not simply learning, and our children and young people need to have this inner resilience to support their learning and life chances. At QUEST, we will provide this bespoke support.**

**At QUEST, learning will embrace creative and innovative approaches that engage pupils and students, utilising modern technology and virtualisation to maintain pace and interest. We work 1:1 with students, using iPads and as an Apple School, our teachers strive to make the most of your time, skills, and expertise. Our Trust's digital strategy, recognised by Pearson as Silver Award Winners for Digital Innovator of the Year, is evidence of our commitment to excellence for all. This approach, outlined below, is partnered with our life skills curriculum and approach to student agency within all schools in QUEST.**

**This blend of approaches to learning provides our children and young people and staff with a readiness for the professionalism of the workplace, a way of establishing learning habits for life, and the security of self-motivation and mental toughness to enable all to thrive.**

**Working for us, we want you to embody the essence of success, in its many guises and look forward to your talents and expertise being added to the collective group for the benefit of all.**

**QUEST's Digital Strategy creates pathways for learners and maximises staff time to give quality learning feedback.**



## PHASE 1

COMMUNICATION

INTERNAL

EXTERNAL

## PHASE 2

ENABLE EFFECTIVE AND EFFICIENT  
OPERATIONAL SYSTEMS

## PHASE 3

MINIMISED AND EFFICIENT  
WORKLOAD - FOR TIME, PLANNING,  
ASSESSMENT & SHARED RESOURCES

## PHASE 4

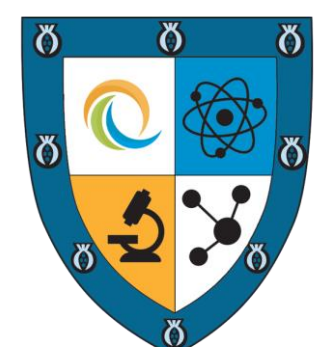
QUALITY  
TEACHING AND  
LEARNING



CULTURE OF  
COACHING  
& STUDENT  
AGENCY

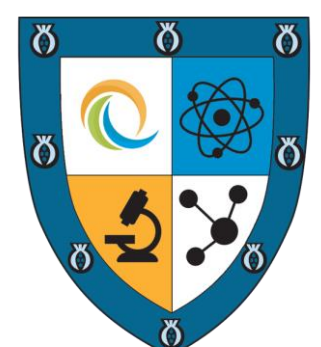
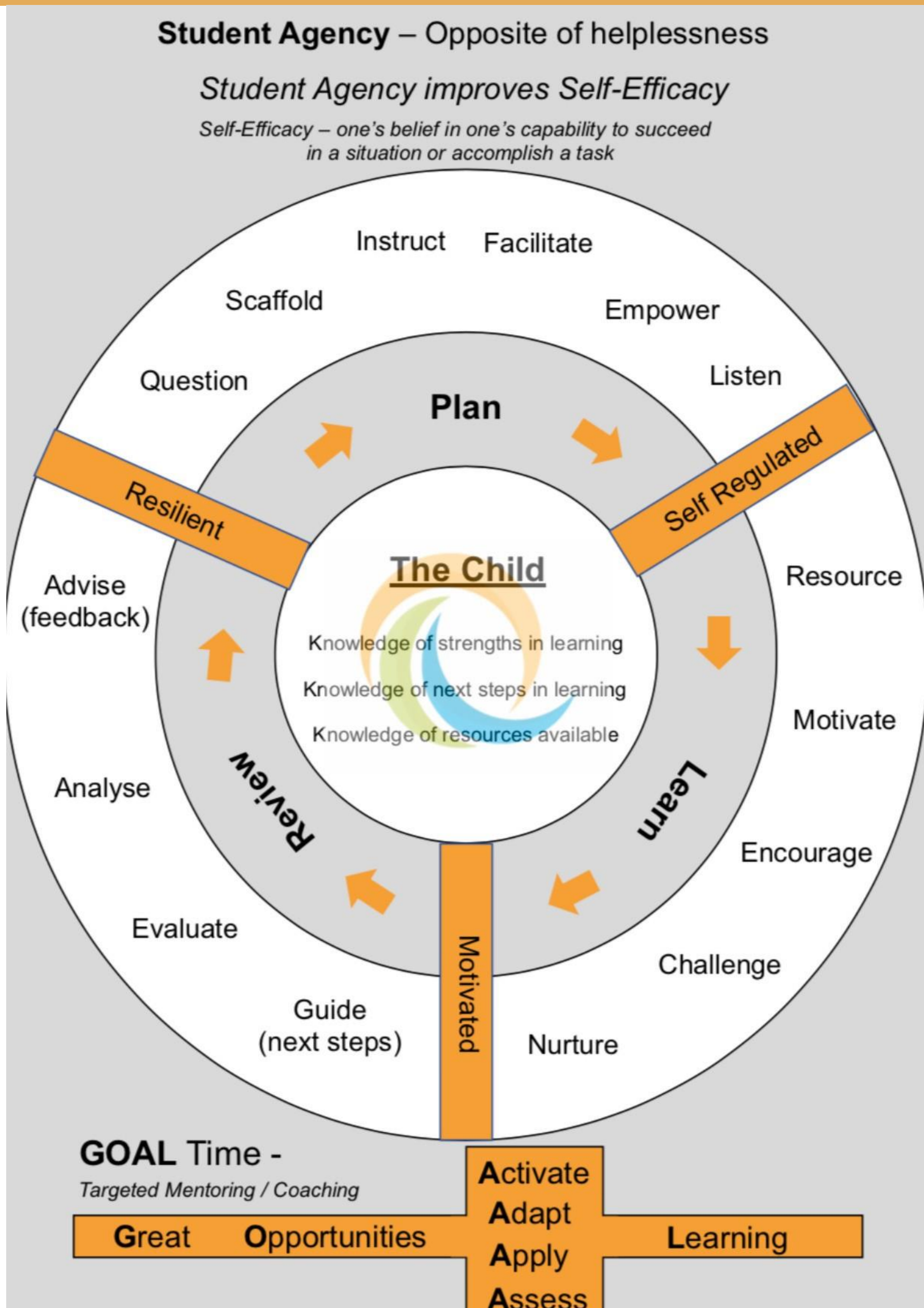
## PHASE 5

CREATE FLEXIBLE, NUANCED AND  
ADAPTABLE EDUCATION FOR THE FUTURE





# STUDENT AGENCY - SELF EFFICACY BREAKDOWN





# OUR PRIMARY SCHOOLS' CURRICULUM

**Our primary schools are keen to offer their pupils a broad and balanced curriculum. *Mathematics* and *English* are taught each day tailored to our children. Other areas of the curriculum are taught through a cross-curricular and key skills approach. Some subjects are also taught as discreet subjects.**

**The children at schools within QUEST experience a curriculum that inspires, engages, and provides opportunities for children to lead their own learning. The implementation of our DREAM curriculum ensures progression in the delivery of knowledge and skills, to enable our learners to succeed as "Global Citizens".**

**Depth of knowledge and understanding is facilitated through**  
**Research**  
**Enquiry and**  
**Analysis to ensure**  
**Mastery of skills**



**In addition to the statutory curriculum, our schools also strive to give children the chance to gain various experiences. Educational visits and visitors into school are planned as a means of enriching the curriculum.**



## UNIVERSITY COLLEGIATE SCHOOL

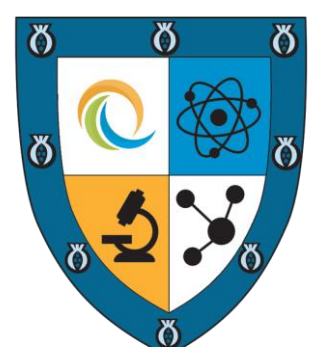


**Located within the University of Bolton campus, UCS has an outstanding £10 million facility for 11-to 19-year-olds which includes specialist laboratories for Engineering, Optometry, Clinical Dentistry, Pharmaceutical Consulting, Medical Simulation, Robotics, Electronics, and 3D Printing. Our facilities uniquely inspire and motivate our students to succeed in their studies and propel their careers forward.**

**Our staff are subject specialists who employ a wide range of teaching and learning strategies. Our digital platform embedded in delivery to provide the best possible learning opportunities for our students.**

**As specialist schools and an Academy Trust Educational Outcomes Award Winning School, we have continued our success with 100% of our students securing their next steps in education. Our 11-19 school expanded in 2020, and this school continues to deliver education differently. We are proud to be sponsored by the University of Bolton, located on their knowledge campus and supported by our trusted industry and health sector partners.**

**Our Trust schools now provide a cradle to career learning pathway from 0-19.**





# QUEST CORE VALUES



**Pride**

*in who we are and in everything we do*

**Understanding**

*our direction, vision & expectations*

**Respect**

*for all*

**Positivity**

*and Professionalism always*

**Opportunity**

*to succeed*

**Support**

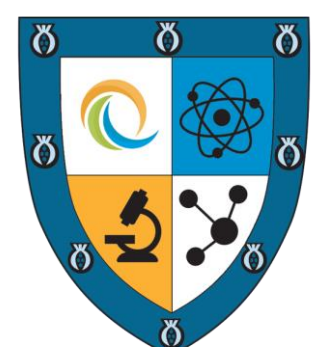
*to reach our potential*

**Excellence**

*& Equality*

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- supporting staff at all levels
- purpose creators
- inspirational
- representative
- innovative ideas
- to infinity and beyond







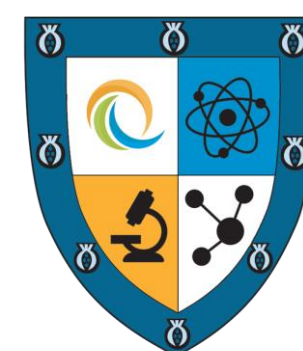
# QUEST CAREER INCENTIVES



## 20 Great Reasons to work for us.....

1. Great pupils and students, you will never forget.
2. Our schools are all about passion, determination, and enthusiasm and we live these words - it's how we show up at work.
3. Our motto, 'Unlocking Potential', reflects how we see challenges as opportunities and have an unshakeable belief in the right of children to a high-quality education.
4. A coaching culture of high rapport, high challenge, and high support to enable you to work at the top of your game.
5. Stunning staff motivated to succeed.
6. A staff voice across the Trust that is actually listened to and shapes our evolution – our Spirit Group.
7. Inspirational Leadership and great teamwork at all levels.
8. Senior Leaders you can trust, who have integrity and moral purpose, are human, and walk the talk.
9. Amazing exam results with a 'whole education' genuinely valued.
10. Be the best through our Spirit of Purpose programme including an outstanding induction year for newly qualified and experienced teachers.
11. Access to the Employee Assistance Programme for you and your family's wellbeing.
12. Participation in the Childcare Voucher Scheme, free of tax and NI.
13. Investment in staff training e.g. subsidised MA qualification options.
14. An internal market for promotion within the growing group of QUEST Academies or as a funded 'Change Champions'.
15. A uniquely collaborative approach across the Trust serving the needs of our communities.
16. Termly staff newsletter celebrating successes and achievements and responding to your questions.
17. Credit Union savings scheme.
18. A newly structured working pattern with a two-week break in October.
19. Welcoming people, positive teams, and working environments – 'A Balance for Excellence'.
20. Do education differently.

- The chance to become part of a family of schools within the Trust and connect over a set of values we all share.
- Support for your professional development and the opportunity to continue to develop your skills in a well-resourced environment.
- A real opportunity to work and support colleagues across the whole of the Trust.
- Excellent relationships and loyalty with pupils, parents, and carers, and the wider community.
- Recognition of the importance of work-life balance. Your emotional well-being is important to us and is set alongside an expectation that the achievement of our pupils is paramount. We strive to balance life and work and create the best possible environment for performance and job satisfaction.



# WHAT OUR STAFF SAY...

You are encouraged to be the best you can be and the Spirit of Purpose supports this. There are lots of opportunities for collaborative working



Great support network for staff to collaborate and share expertise. There is always plenty of people to offer advice and support at all levels.

Staff care deeply about the children and want to do their very best for them.



At QUEST there is ACceptance of everyone AS An individual.

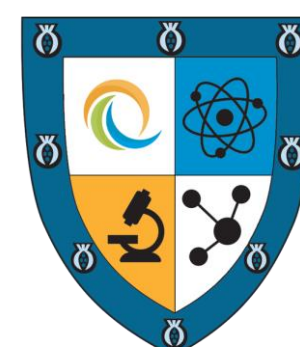


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## Safeguarding at QUEST

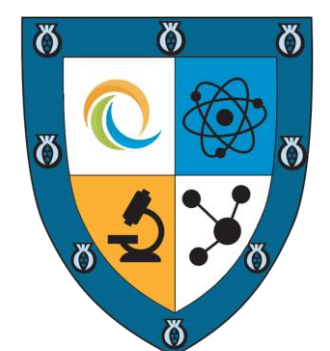
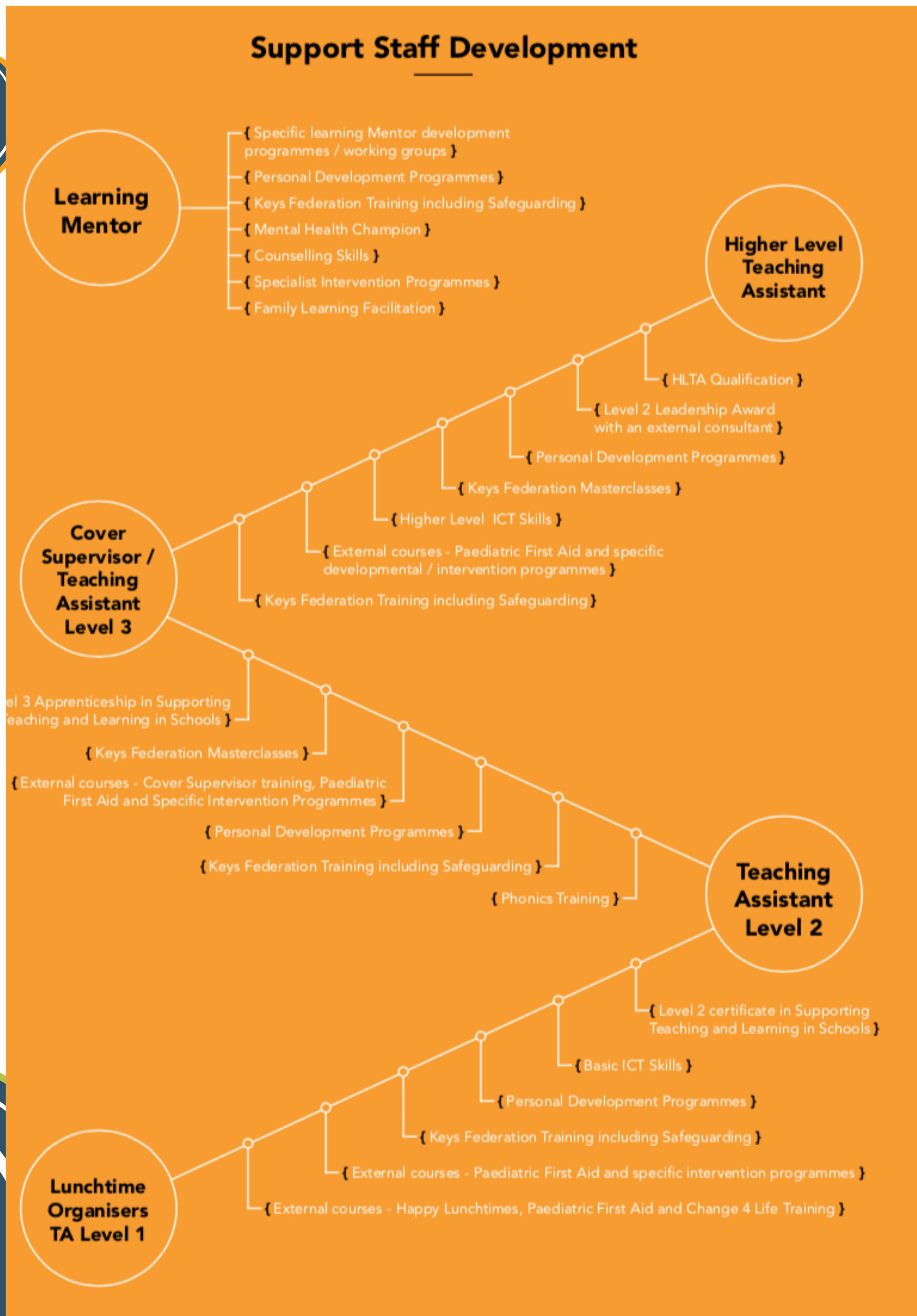
The Board of Directors of QUEST is committed to safeguarding and promoting the welfare of all children and young people

- The policies and procedures adopted by the Board of Directors/Local Governing Committees are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed 'whistle blowing' practices.
- Children and young people are educated about the benefits, risks, and responsibilities





# YOUR CAREER JOURNEY



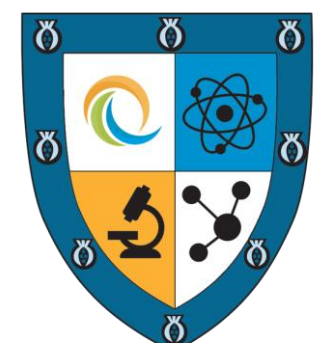
# OUR REGION

## WIGAN

- Wigan allows easy access to the major towns and cities with Wigan Wallgate and Wigan North Western Rail stations offering local and national links from the town centre.
- With Manchester International and Liverpool John Lennon Airports within a 40-minute commute, the world is at your doorstep.
- Steeped in mining and Industrial history the bustling Lancashire town of Wigan has lots to offer everyone. Wigan continues to flourish with the Grand Arcade Shopping Centre based in the town centre, which is home to a wide range of high street retailers. Robin Park Retail is based just outside the town centre and hosts a number of retailers, restaurants, cafes and entertainment facilities including a cinema.
- Robin Park Leisure Centre and Arena in Wigan has one of the very best athletics facilities in Great Britain. The arena has a stand for spectators which also houses an indoor track, long jump pit, pole vault area, throws area and weights room. The Leisure Club offers a wide range of sporting facilities, including a high tech gym, tennis courts, sports hall, gymnastic facilities, coaching sessions and classes for both children and adults.

## BOLTON

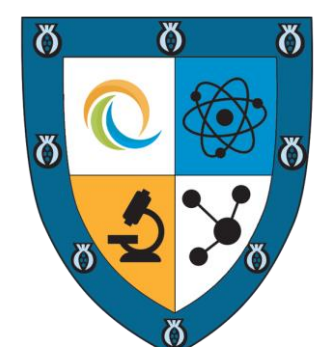
- Bolton has great connections with the M65, M61, M60 and major roads including the A58 and A666, commuting by car couldn't be easier. You can be in Manchester city centre in around 30 minutes. Preston, Blackburn and Wigan are all within a 30-minute drive whilst Bury is only 20 minutes away.
- Bolton town centre offers a fantastic mix of shopping with independent retailers and high street names sitting side by side with Bolton's fantastic indoor and outdoor markets with over 200 stalls. Crompton Place shopping centre and Market Place shopping centres are also nearby. Slightly further afield, Middlebrook retail park offers fantastic leisure facilities including a bowling alley, 12 screen cinema, cafes and restaurants as well as high street name brands.
- For sporting enthusiasts, Middlebrook boasts a sports complex catering to a variety of sports. It is an international high-performance centre for tennis that offers coaching for both children and adults as well as boasting a gym, fitness classes and clubs for gymnastics, badminton, athletics, cycling and running. Middlebrook is also home to our University Sponsor's football stadium, the home of Bolton Wanderers Football Club.





# PARTNERSHIP & COLLABORATION

*Our continued development creates an opportunity for QUEST to work with, and alongside some strong and well-established partners...*





# JOB ADVERT – TEACHING ASSISTANT LEVEL 3, SUPPORTING CHILDREN WITH COMPLEX NEEDS

We require an ambitious, dedicated and talented Learning Support Assistant to join our award winning Trust based in the North West.

Here we all lead to secure the best Learning, Innovation and Opportunity, and we seek those who have determination for success, a thirst for continued learning and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

**Here we Unlock Potential.**

As Pearson's National Silver Award winner for Digital Innovator of the Year, the Trust will be expanding its digital delivery of learning in our new school. A blend of excellence and experience to enable you to be the best you can be.

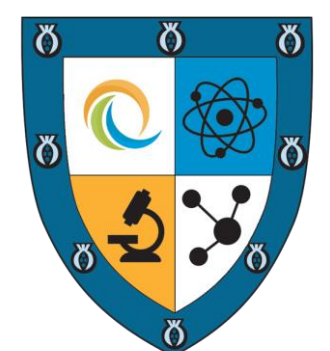
With four Primary schools in Wigan and the UCS in Bolton we are enhancing young lives across the North West. We focus on unlocking potential and giving every child a real chance to succeed.

**Join us and you'll have the chance to work at one or more of our schools.**

**We're looking for a passionate and enthusiastic Teaching Assistant who will:**

- Lead our small learning community, supporting children with challenging behaviour and additional needs;
- Supervise and provide particular support for pupils with barriers to learning, ensuring their safety and access to learning activities on a one-to-one basis, in a small group in or out of the classroom;
- Complement the professional work of the teacher by taking responsibility for agreed learning activities;
- Create and maintain a purposeful, orderly and nurturing environment;
- Supervise whole classes when required and in the short-term absence of a teacher provide support to teaching staff and pupils;
- Give support to SEND pupils providing particular help for those with significant additional needs;
- Establish constructive relationships with pupils and interact with them according to individual needs;
- Promote the inclusion and acceptance of all pupils;
- Encourage pupils to engage in planned activities;
- Assist with the development and implementation of Individual education/behaviour plans and personal care programmes;
- Establish constructive relationship with pupil and families

When you join us as a Teaching Assistant, you can be certain that we'll invest heavily in your professional development through our Spirit of Purpose and give you the chance to build your career across our family of Schools. It's a unique challenge and if you're passionate about really making a difference we can promise you'll find it life-changing.





# JOB DESCRIPTION – TEACHING ASSISTANT LEVEL 3, SUPPORTING CHILDREN WITH COMPLEX NEEDS

**QUEST** is a value-led organisation comprising of Christian, and community Primary Schools, and the University Collegiate School (with Secondary and Sixth Form.)  
All staff are expected to support the Trust’s ethos and our ‘Spirit of Purpose’.

Job Description	<b>TEACHING ASSISTANT LEVEL 3, SUPPORTING CHILDREN WITH COMPLEX NEEDS</b>
Responsible To	Director of Education /Principals/ Teachers/ other senior school staff
Job Purpose	<p>To work under the guidance of teaching staff and under the supervision of the SENDCO, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management / preparation of resources.</p> <p>The primary focus will be to maintain good order and to keep pupils/students on task.</p> <p>To supervise whole classes when required and in the short term absence of a teacher and/or to provide support to teaching staff and students.</p> <p>To lead the team within the small learning community promoting Social `mental and Emotional Health</p> <p>To give support for to pupils/students with identified/SEN providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.</p> <p>Postholder will need to respond to questions and generally assist pupils/students to undertake set activities.</p> <p>As an employee within QUEST, staff may be required to work at any school within the Trust or elsewhere to support.</p>
Salary Scale	QUEST Grade C, points 5-8
LIAISING WITH:	Pupils/students, teachers, senior staff, parents/carers, visitors to the school
DBS Disclosure Level	Enhanced

**Professional Responsibilities**

**School Ethos**

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust’s policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking



# JOB DESCRIPTION – KEY RESPONSIBILITIES

To supervise and provide particular support for pupils/students, ensuring their safety and access to learning activities

To provide specialist support to pupils with barriers to learning on a one to one basis, in a small group in or out of the classroom.

To use specialist skills/training/experience to provide particular support for students, ensuring their safety and access to learning activities.

Set challenging and demanding expectations and promote self-esteem and independence

To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.

To establish constructive working relationships with students and interact with them according to individual needs.

To encourage students to interact with others and engage in activities led by the teacher.

To provide feedback to students in relation to progress and achievement under guidance of the teacher.

To promote good pupil/student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupil/students to take responsibility for their own behaviour

To manage the behaviour of pupils according to their individual needs.

To promote inclusion and acceptance of all pupils/students/students

To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils/students' work.

Support the use of ICT in learning activities and develop pupils/students' /students' competence and independence in its use

Work with the teacher to establish an appropriate learning environment and implement learning activities for small groups or class cover.

Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

To provide planning, preparation and assessment cover as part of the normal working week under the supervision of and support of senior teaching staff

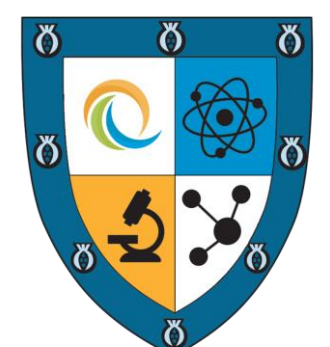
Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives

To promote independence and employ strategies to recognise and reward achievements of self-reliance.

Provide objective and accurate feedback and reports as required by the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence

To monitor pupils/students' responses to learning activities and accurately record achievement/progress as directed.

To provide clerical/admin support, for example photocopying, collection of money, displays





To undertake exam/test invigilation/support if required.

To assist with the supervision of pupils/students out of lesson times, including before and after school as may be reasonably directed

Assist pupils/students with eating, dressing and personal hygiene, as required, whilst encouraging independence

Provide basic first aid and administer medications in line with Trust policy if required

Helping to develop individual and group learning programmes in response to current and future needs

Working independently to deliver, monitor and evaluate educational plans for pupils/students

Creating positive working relationships and environments conducive to effective learning for all pupils/students

To plan and deliver before and after school learning activities within guidelines set by the school as appropriate

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

Uphold the Trust's Digital Strategy

Maintaining a secure, healthy and risk free environment for students, staff and visitors.

Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with the Trust expectations.

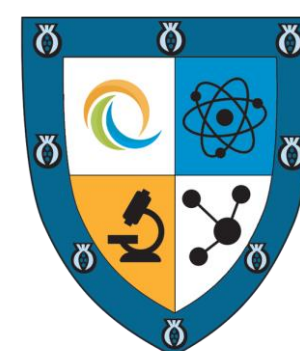
To accompany teaching staff and pupils/students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.



# JOB DESCRIPTION

## Other responsibilities

- Contribute to the wider life of the Trust, its schools, and its community through any out of hours and in partnership work.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.



## General

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require.

**QUEST** is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

The above has detailed the core aspects of teachers' professional standards and the approved career stage expectations and it is expected that staff will support, collaborate and celebrate all aspects of school and Trust life, and work at all times to ensure excellence for all.

**NAME** .....

**SIGNED** .....

**DATE** .....



# JOB SPECIFICATION – TEACHING ASSISTANT LEVEL 3, SUPPORTING CHILDREN WITH COMPLEX NEEDS

## ESSENTIAL SKILLS/QUALIFICATIONS

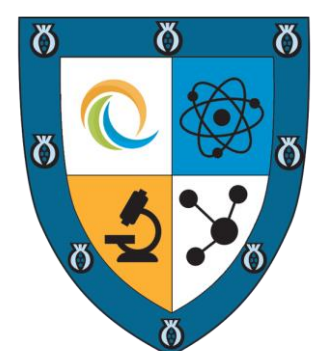
- NVQ level 3 or equivalent qualification or comparable level of experience
- Good standard of numeracy & literacy to NVQ Level 2 or equivalent
- Experience of Social Mental and Emotional Health
- Experience of supporting pupils with challenging behaviour
- Specialist skills/training in curriculum, learning or intervention area
- Specialist training – mental health, disability and/or learning difficulties
- Willingness to undertake further relevant training
- Experience of working within an educational establishment or care setting with adults or young people
- Experience of working with students with learning difficulties or disabilities

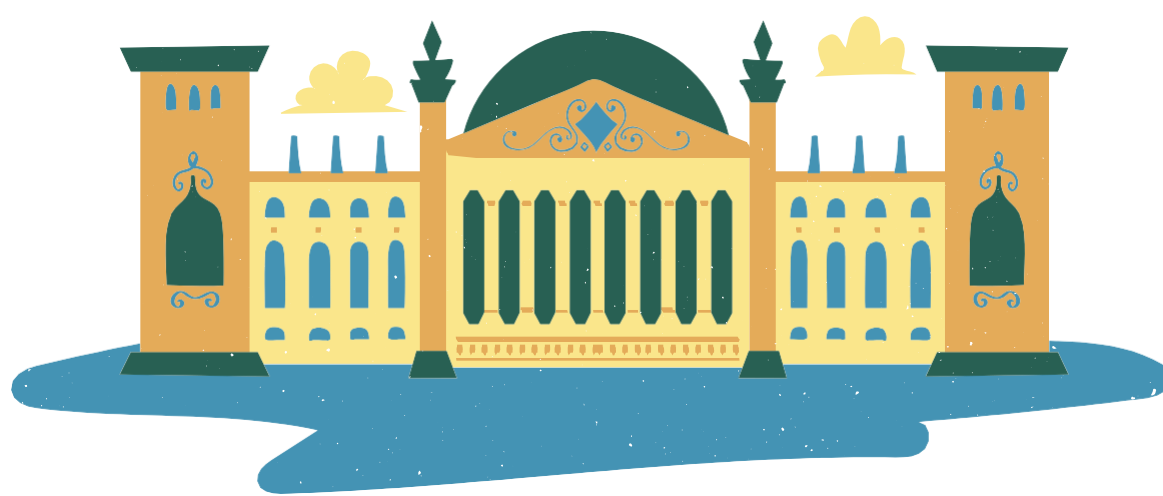
***Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post:***

- Knowledge of how to use relevant equipment/resources including ICT packages to support learning
- Understanding of relevant policies, codes of practice and awareness of relevant legislation
- Working knowledge of national curriculum and other relevant learning programmes /strategies
- Understanding of principles of child development and learning processes
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Knowledge of Health and Safety

***Applicants should be able to provide evidence that they have the following necessary skills and abilities:***

- Ability to use different approaches to deal with whole classroom and individual behaviour
- Ability to communicate with and relate well to students, young people and adults
- Ability to work independently, under supervision and as part of a team
- Ability to work in accordance with the Trust's Safeguarding health & safety policies
- Ability to recognise own learning needs and seek further opportunities
- Ability to deal with minor injuries
- Be committed to continuing professional learning as part of the Apple Programme.
- To show commitment to sustain excellent attendance at work
- Full working knowledge of relevant policies/codes of practice and relevant legislation
- Ability to constantly improve own practice/knowledge through self-evaluation and learning from others
- Ability to use own initiative when required
- Commitment to and participation in the wider life of the schools and Trust
- Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust
- Good timekeeping
- Legally entitled to work in the UK





**This post is temporary and subject to  
Enhanced Disclosure Procedures.**

**The Board of Directors of QUEST is committed to safeguarding  
and promoting the welfare of all children.**

**Application packs and further details are available from the  
QUEST website at [www.QUESTTrust.org.uk](http://www.QUESTTrust.org.uk) or by contacting:**

MS J FLANAGAN,  
TRUST HROFFICER C/O QUEST  
682 ATHERTON ROAD, HINDLEY GREEN, WIGAN, WN2 4SQ



**01942 834000**



**[j.flanagan@questtrust.org.uk](mailto:j.flanagan@questtrust.org.uk)**

